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Intertek is an industry leader with more than 43,000 employees in 1,000 locations in over 100 countries. We deliver Total Quality Assurance expertise 24 hours a day, 7 days a week with our industry-winning processes and customer-centric culture. Whether your business is local or global, we can help to ensure that your products meet quality, health, environmental, safety, and social accountability standards for virtually any market around the world. We hold extensive global accreditations, recognitions, and agreements, and our knowledge of and expertise in overcoming regulatory, market, and supply chain hurdles is unrivalled.

**Job Title:** Health and Safety Coordinator

**Job Category:** Supervision

**Job Location:** Poland, abroad

**Job Qualifications:**

- Organization, supervision and ongoing implementation of construction projects in Poland / abroad;
- Coordination of the work of branch inspectors;
- Verification of technical documentation;
- Verification and implementation of projects realization schedules;
- Financial control of realized investments / contracts;
- Cooperation with the entire team in the implementation of the department's strategy;

**Job Responsibilities:**

- giving opinions on the project in terms of technical solutions, resolving technical doubts arising in the course of conducted works, and if these doubts or lack of proper solutions relate to the technical documentation, ask the designer to give a binding reply; In matters affecting the change of the costs of the INVESTMENT - presentation to the INVESTOR with the opinion of the solution;
- control of the construction process and all records in the building log according to the construction law;
- control of compliance of the task with project documentation, technical conditions of execution of the works, applicable regulations, current technical knowledge, construction law, including implementing regulations and contracts for the implementation of the investment (including all contractors and suppliers);

- checking the quality of the works performed and the used materials, controlling and archiving the documents confirming the release of these materials for sale and use in the construction industry;
- checking and acceptance of works that are diminishing and / or covered;
- checking protocols and reports / advancement of works and accepting them in matters of fact and accounting;
- submitting to the designer the objections to the project documentation;
- controlling the compliance of the investment with the provisions of all contracts (in particular concluded with the contractors responsible for erection of the investment), in particular with the material and financial schedule, informing the investor about the deviations from the schedule;
- checking, substantive and financial confirmation of the scope of work performed by the construction contractor, in accordance with the provisions of the agreement concluded between the investor and the construction contractors;
- qualification of the execution of any additional work in agreement with the investor, preparation of amendments and protocols of additional works;
- checking and completing the as-built documentation that is within the scope of the construction contractor;
- participation in coordination meetings at the construction site within the time limits set by the investor;
- verification of the documents necessary for the submission of an application for permission for use by the investor;
- checking the calculation of additional works, substitute or abandoned works;
- supervising compliance with fire and safety regulations at the site of investment;
- participating in technical testing and commissioning of installations, technical equipment and archiving all protocols of tests carried out during construction;
- indication of defects made by the designer or erection contractor during work and final acceptance;
- preparation of materials related to the calculation of contractual penalties;
- financial settlement of investment;

**We expect:**

- Higher education, construction specialization;
- A minimum 5 years of experience in performing the function of Supervisor in the implementation of significant construction projects;
- Construction permits relevant to the industry without restrictions;
- Ability to work independently and properly prioritize tasks;;
- Settings for effective and timely implementation of the set goals;
- Good knowledge of computer skills and driving license category B;
- Knowledge of the English language, Strong communication skills, written & oral ;
- **Experience in Wind farm projects is a plus;**

**We propose:**

- Work in a stable, international organization with an established position in the market;
- Interesting professional challenges and constant opportunity to improve professional qualifications;

Please send your CV and cover letter to the address: [Eneasz.adaszewski@intertek.com](mailto:Eneasz.adaszewski@intertek.com)